

SAMPLE LETTER OF INTENT To Establish a Child Day Care Facility

TO: Rosanne McHenry
Work and Family Labor Management Committee
Grant Giving Subcommittee
Department of Personnel Administration
1515 "S" Street, North Building, Suite 400
Sacramento, California 95814
ATTN: Rosanne McHenry

FROM:

SUBJECT: LETTER OF INTENT TO ESTABLISH A CHILD DAY CARE FACILITY

We the undersigned, intend to form a non-profit corporation for the purpose of providing childcare to the dependents of State employees. We recognize that this represents a major business undertaking, including:

1. Ensuring the safety and proper care of infants and small children.
2. Overseeing facility maintenance and furnishings.
3. Hiring and firing staff.
4. Having full fiscal responsibility for the operation of the childcare center.
5. Being responsible for meeting licensing requirements.
6. Having a partnership agreement with one or more State of California Agencies.

Please send us a copy of the application package for a start-up grant for childcare.

We here certify that we are prepared to, and capable of, doing the work necessary to establish and maintain a State employee childcare center.

Name	Signature	Phone
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Attach additional sheets for signatures, as necessary.